Item Required	When is this required?	Guidance on the standard of information required	Submitted? Y/N or N/A
Access Plan	When new access is proposed	Detailed plans showing the access to and within the site for vehicles, cycles and pedestrians and how these fit into the existing access network. Visibility splays and any widening of the existing roads and pavements should also be shown.	N/A
Biodiversity and Geodiversity **Such appraisal to be carried out by a suitably qualified person.**	All Applications	Complete HDC Biodiversity checklist and if you have answered yes to any of the questions a Preliminary Ecological Appraisal will be required. Further advice is available from NPPF here.	YES
Block Plan/Site Plan drawn at a scale of 1:200/1:500 (this scale is flexible depending upon the nature/scale of the development) The block plan detail required is in addition to the National Information Requirements	All applications	Must accurately show: • the direction of north • the proposed development in relation to the site boundaries and other existing buildings on the site with all written dimensions including those to boundaries • all buildings, roads and footpaths on land adjoining the site including access arrangements • all public rights of way crossing or adjoining the site • the position of all trees on the site and those on adjacent land that could influence or be affected by the development • the extent and type of any hard surfacing and • the existing and proposed (if any) boundary treatment. **Please note Ordnance Survey plans do not always accurately show boundaries, buildings and other features and you should check this before submission.**	YES
Design and Access Statement	If in the site is in a Conservation Area	A Design & Access Statement should provide a framework for applicants to explain how a proposed development is a suitable	yes

	and the application is for 1 or more dwelling houses or the floor space created is 100m2+	response to the site and its setting and demonstrate that it can be adequately accessed by prospective users. For further guidance see here https://www.gov.uk/guidance/making-an-application#Design-and-Access-Statement and https://www.planningportal.co.uk/faqs/faq/51/what_is_a_design_and_access_statement. For further details of our Conservation Areas please click here	NO
Elevations as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications. Where there is an existing elevation where there will be no proposed works then photos of this elevation are acceptable.	These should accurately show the proposed works in relation to what is already there. All sides of the proposal must be shown with written dimensions and these should indicate where possible the proposed building materials and the style, materials and finish of windows and doors. Where a proposed elevation adjoins another building or is in close proximity the drawings should clearly show the physical relationship between them and detail the positions of openings on each property.	YES
Finished Floor and Site Levels (1:50 or 1:100 scale) with written dimensions	Where there is (or proposes to be) a difference in ground levels across the site and/or with adjoining land	Plans should demonstrate how proposed new buildings and external areas relate to existing/proposed site levels and neighbouring development.	N/A
Flood Risk Assessment for householders is only required in Flood Zones 2 and 3. (A tick box form can be used and is available here) Please also include mitigation measures.	Planning applications for all proposals for new development located in Flood Zones 2 and 3 should be accompanied by a Flood Risk Assessment (FRA).	HDC has adopted a Strategic Flood Risk Assessment (SFRA) to provide a detailed and robust assessment of the extent and nature of the risk of flooding in Huntingdonshire. The assessment showed that in some parts of the District there is a significant difference between the extent of the Flood Zones and the extent of the indicative flood plain maps produced by the Environment Agency (EA). The SFRA outputs should be used in conjunction with the EA Flood Zone Maps, the main difference being that the SFRA data takes into account flood defences. In determining whether or not the development proposal would be at risk of flooding, and therefore requires an FRA, the SFRA should be used in conjunction with the EA flood zone maps.	N/A

		For further advice see the (NPPF). here.	
Floor Plans as existing and proposed (1:50 or 1:100 scale) with written dimensions	All applications	The floor plans should show details of the existing building as well as those for the proposed development, with written dimensions. These should show the proposal in detail and where existing buildings or walls are to be demolished these should be clearly identified. All existing and proposed rooms should be labelled.	YES
Heritage Statement	Where the significance of any heritage asset is affected by the proposal, a statement that describes the significance of any heritage assets affected, including any contribution made by their setting, is required.	This should include a statement that describes the significance of any heritage assets affected, including any contribution made by their setting. The detail necessary in a Heritage Statement will vary according to the particular circumstance of each application. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. This should include reference to the relevant historic environment record and appropriate expertise used where necessary. Applications involving development in or adjoining a Conservation Area or demolition in a Conservation Area should demonstrate how the proposal would preserve or enhance the character or appearance of the Conservation Area including views into and out of that area. All statements should take account of the "impact on" and "setting of" the historic environment which includes individual historic assets, including historical and archaeological sites, landscapes, buildings and structures regardless of designated status and Scheduled Monuments.	YES
Roof Plans as existing and proposed(1:50 or 1:100 scale).	All applications except where there are no changes to the existing building(s)	Plan to show the shape of the roof particularly when development includes changes to its appearance and shape. Show the position of all ridges, valleys, dormer windows, roof lights and other features, such as chimneys or raised parapets.	YES

Site Sections as existing and proposed and finished floor and site levels (1:50 or 1:100 scale) with written dimensions	Where there is (or proposes to be) a difference in ground levels across the site and/or with adjoining land Or Where the development is within 300mm of the site boundary	Cross sections through the building should be shown particularly where common boundaries are involved and with written dimensions. In all cases where the proposal involves a change in ground levels a plan should be submitted to show both existing and proposed levels including detail of how encroachment of foundations and eaves is to be avoided.	NO
Trees, Woodland, Hedges and Hedgerows assessment	Where there will be any existing/ proposed trees on/adjacent the site	A Statement covering parts a and b of Huntingdonshire Local Plan to 2036 LP31	NO
Trees, Woodland, Hedges and Hedgerows Protection Plan	Where there will be any trees on site	An Arboricultural Assessment and Tree Protection Plan produced by a suitably qualified and experienced arboricultural expert which conforms to the BS5837:2012	NO
Trees, Woodland, Hedges and Hedgerows Assessment and Protection Plan	Where there will be any adverse impact on trees	An Arboricultural Assessment and Tree Protection Plan produced by a suitably qualified and experienced arboricultural expert which conforms to the BS5837:2012	NO

Further information we may require in some applications. These are specific to applications and not commonly requested but may include

- Manufacturer's specification
- Noise impact assessment
- Parking provision
- Daylight/sunlight assessment
- Structural survey
- Planning statement

Please note this checklist needs to be submitted to Huntingdonshire District Council with all applications.

Local Plan Policy No.	Policy Title	Policy requirement	Document required	Yes	No	Where is this located within the submission?
LP5	Flood risk	Flood risk information	FRA / Checklist		✓	
LP6	Waste water management	Waste Water Management Connections	Statement		✓	
LP12	Design implementation	All new homes to comply with Building Regulations Approved Document G and non-residential to meet BREEAM standards	Statement		✓	
LP15	Surface water	Surface Water as per SPD	Statement and/or plan		✓	
LP16	Sustainable travel	Parking provision cars/cycles. 1 clear cycle space per bedroom for new dwellings	No. of bedrooms / No. of cycle spaces		✓	
LP16	Sustainable travel	Transport impacts considered	A statement which demonstrates points a-e of this policy		✓	
LP18	Established employment areas	If the site is within an Established Employment Area.	A statement which demonstrates points a-d of this policy		✓	
LP22	Local services and community facilities	Where there is a loss of a Community Facility?	Statement addressing points d-e of this policy		✓	
LP23	Tourism and recreation	If the property is to be used for Tourist accommodation (Including caravans/campsites)	A robust business plan demonstrating that it is viable in the long term.		✓	
LP24	Affordable housing provision	If 11+ homes or 1001m2 net are proposed	Affordable housing statement		✓	
LP25	Housing mix	Where 10 or more residential	Statement addressing a-e of this policy		✓	
LP25	Housing Mix	Where all residential	Statement addressing f-h of this policy		✓	

LP26	Specialist housing	Residential institutions	D&A or separate statement to meet part f of this policy		✓	
LP27	Gypsies, Travellers and Travelling Showpeople	Application for G&T or Travelling Showpeople	Evidence that the applicant(s) meet the definition of Gypsies and Travellers and Travelling Showpeople as set out in paragraph 7.36 of the plan		✓	
LP28	Rural exceptions policy	Evidence of need	Statement to demonstrate parts a-d of this policy		✓	
LP29	Health Impact Assessment	Health Impact Assessment (50 or more dwellings/ 2ha or more)	Rapid HIA as per policy		✓	
LP29	Health Impact Assessment	Health Impact Assessment (200 or more dwellings)	Full HIA as per policy		✓	
LP30	Biodiversity and Geodiversity	Biodiversity (all applications)	Complete checklist and if you have answered yes to any of the questions a PEA will be required.	✓		
LP30	Biodiversity and Geodiversity	Biodiversity (up to 49 dwellings and all other development)	A statement to demonstrate that there will be no net loss in biodiversity and provide a net gain where possible.		✓	
LP30	Biodiversity and Geodiversity	Biodiversity (50 or more dwellings / 2ha or more)	Audit of losses and gains as per this policy		✓	
LP31	Trees, Woodland, Hedges and Hedgerows	Where investigations show adverse impact	A statement to cover parts a and b		✓	
LP31	Trees, Woodland, Hedges and Hedgerows	Trees	Where there is an adverse impact on trees above 150mm stem diameter /TPO'd trees we will require an arb impact assessment, and tree protection plan if required (where relevant)		✓	
LP31	Trees, Woodland, Hedges and Hedgerows	Where there are any trees or hedgerows on site	If there are any trees/hedgerows on site a protection plan will be required		✓	
LP32	Protection of Open Space	Open Space	Is it an area of Open Space of public value – Yes/No?		✓	
LP32	Protection of Open	Open Space	If there is to be a loss of Open Space of public		✓	

	Space		value a statement needs to be provided to meet parts a-b of this policy		✓	
LP33	Rural Buildings	Rural Buildings	Statement addressing the policy criteria clarifying if it is a replacement or conversion		✓	
LP34	Heritage Assets and their settings	Heritage Assets and their settings	Where development affects a heritage asset/Conservation Area a heritage statement is required as per the policy		✓	
LP35	Renewable and Low Carbon Energy	Wind energy	A proposal for wind energy should include a statement demonstrating the requirements of this policy		✓	
LP36	Air Quality	Air Quality 200 or more dwellings OR Site is within an Air Quality Management Area (AQMA)OR Site is within 50m of one or Clean Air Zone (CAZ)	Air Quality Assessment is required to address parts f to m of this policy		✓	
LP37	Ground Contamination and Groundwater pollution	If within a Source Protection Zone (SPZ) OR Within 50m of a private potable groundwater source	Provide full construction details and techniques, including foundations as per policy		✓	
LP38	Water related development	Water related development	A statement addressing parts a to i of this policy		✓	
LP38	Water related development	Residential Moorings	A statement addressing parts a to k of this policy		✓	